



ICA International Diploma in Governance, Risk and Compliance

A professional qualification awarded in association
with Alliance Manchester Business School,
the University of Manchester

Full Programme

Programme Fee

HK\$37,500 per person

Examination Only Option

Programme Fee

HK\$24,900 per person

Those who are very experienced practitioners and hold appropriate qualifications may be eligible for the Exam Only option. Such individuals are exempt from attending workshops.

* Please note that our IDP and ODP discount packages do NOT apply to this event. For more details, please visit our website at <http://www.courses-seminars.com>.

Payment Methods

To enrol for this programme, please complete the registration online or complete the enrolment form and forward the form by email or fax or mail together with payment of programme fee by:

- cheque (and mail the cheque together with the enrolment form to **Courses & Seminars Limited, Room 203, 2/F, Prosperous Building, 48-52 Des Voeux Road Central, Central, Hong Kong**); or
- direct transfer to our account at HSBC (102-437431-001) and email the supporting bank document evidencing the direct deposit to us at registration@courses-seminars.com or fax the same to us at 2901-1332

Registration Conditions

1. The diploma programme must be completed within two (2) years from the programme start.
2. To enrol for this programme, please complete the registration online or complete the enrolment form and forward the form by email or fax first and mail together with payment /evidence of payment of the programme fee by way of:
 - i. cheque (and mail the cheque together with the enrolment form to Courses & Seminars Limited, Room 203, 2/F, Prosperous Building, 48-52 Des Voeux Road Central, Hong Kong) or
 - ii. direct transfer to our account with HSBC (102-437431-001) and email to us the supporting bank document evidencing the direct deposit at registration@courses-seminars.com or fax the same to us at 2901-1332.
3. Programme Fees:
 - 31 The programme fee is set out in the Fee Schedule (click [here](#) to visit C&S website for details). The fee includes the programme materials, workshops, and assessment.
 - 32 Full Payment Option: Upon receipt of the enrollment form by C&S, C&S will issue an invoice by email for the full amount of the programme fee and settlement of the programme fee must be made within [7] days of the date of the invoice, prior to the sending of the programme materials. The programme materials will be made available to the delegate after the payment is received by C&S.
 - 33 Installment Option: A delegate may opt for the installment option and the programme fee will be payable in 3 installments: the 1st installment of the programme fee shall accompany the enrolment form or shall be paid within [3] days of the date of invoice. The programme materials will be made available to the delegate after the payment is received by C&S. The 2nd installment is due [4] weeks before the first workshop and the 3rd installment is due [4] weeks before the second workshop. Delegates will not be permitted to attend the workshops or receive the final results if payment is outstanding.
 - 34 Instalment Option is not available for delegates of the Examination Only Option. Delegates who register for the Examination Only Option are required to make full payment for the Programme Fee within [7] days of the date of the invoice.
 - 35 Any bank charges and/or expenses incurred as a result of bounced cheques and/or wire transfers will be borne by the delegate.
 - 36 Our Individual Discount Packages ("IDP") and Organization Discount Packages ("ODP") do NOT apply to this programme.
4. Refunds
 - 4.1 Refunds: Full Programme
 - 4.1.1 If a delegate withdraws from the programme 4 weeks or more prior to the first workshop, the programme fee will be refunded, less an administration charge of HK\$2,000.
 - 4.1.2 If a delegate withdraws less than 4 weeks prior to the start date of the first workshop, the delegate will be refunded 50% of the programme fee.
 - 4.1.3 If a delegate withdraws after attending the first workshop (or any part thereof) the delegate will be refunded 25% of the programme fee. If a delegate withdraws after attending more than one workshop, no refund will be paid.
 - 4.2 Refunds: Examination Only Enrolment
 - 4.2.1 If a delegate who has selected the Examination Only option withdraws from the programme within 4 weeks of the enrolment date, the delegate will be refunded 25% of the programme fee.
 - 4.2.2 If a delegate who has selected the Examination Only option withdraws from the programme after 4 weeks have elapsed from the enrolment date, no refund will be paid and programme fee will be payable.
 - 4.2.3 Once a delegate has enrollment in the Examination Only Option, postponement of examinations is not permitted without good cause.
5. Deferrals:
 - 5.1 If a delegate defers the programme 4 weeks or more prior to the first workshop, no additional cost will be charged.
 - 5.2 If a delegate defers the programme less than 4 weeks prior to the first workshop, an administration fee of HK\$2,000 will be charged for the deferral. The Programme Fee will be transferred to the deferred programme.
6. Once the programme has started and a delegate has attended a workshop, postponement of assignments and examinations are not permitted without good cause.
7. Cancellation & Postponements:
 - 7.1 International Compliance Training Limited (ICT) and/or C&S reserve the right to cancel and to reschedule a workshop, where the occasion necessitates. Neither ICT nor C&S accepts any liability if, for whatever reason, a workshop does not take place. There will be no refund if the delegate cannot attend the workshop on the rescheduled date.
 - 7.2 Workshops will be cancelled if the No.8 typhoon signal or black rainstorm warning is hoisted within 3 hours of the workshop or during the workshop. In the event of cancellation due to bad weather, the workshop will be rescheduled to another date. There will be no refund if the delegate cannot attend the workshop on the rescheduled date.
8. Delegates are entitled to one resubmission of each assessment and is subject to a fee payable to International Compliance Training Academy Pte Ltd. (ICTA). Delegate who will retake any assessment component will only be able to achieve the minimum pass mark in the resit.
9. Data Protection: The personal and other information you provided in the registration process will be used by the ICA/ICT or approved agents for administrative, membership and education purposes or as required by law. Such information will also be held by C&S and will be held pursuant to C&S' Privacy Statement available to its website (please click [here](#) for C&S' Privacy Statement).

Company Details

Firm / Company Name: _____

Nature of Business: _____

Company Address: _____

Personal Details

Title: Dr. Mr. Mrs. Ms.

First Name: _____ Last Name: _____

Job Title: _____ Email: _____

Telephone: (Daytime) _____ (Evening / Mobile) _____

Facsimile: _____

Address: _____

Correspondence Address: (if different from above) _____

Special Dietary Requirement: _____

Employer Details

Do you want your employer to be informed that you are taking this programme? Yes No

Employer Name: _____ Employer Contact Name: _____

Employer Telephone: _____ Employer E-mail: _____

Employer Facsimile: _____

Employer Address: _____

Employer Web Address: _____

Accounts Contact Name: _____ Accounts E-mail: _____

Accounts Telephone: _____

ICA International Diploma in Governance, Risk and Compliance (Hong Kong) Course Details

Chosen Course: Full Programme Examination Option Only

Exam Date: (dd/mm/yyyy) _____

Educational Details & Professional Membership

Please provide details of relevant experience, education and professional membership of associations or professional bodies. Those taking the 'Examination Only' option must provide full details. Copies of certificate(s) may be requested by the ICA.

Personal Interest

How did you hear about this Course? _____

Areas of Interest:

If you would like to receive product updates, please select the areas that you are interested in. (Tick as many as apply)

- | | |
|---|--|
| <input type="checkbox"/> Arbitration & Mediation | <input type="checkbox"/> Matrimonial / Family Law |
| <input type="checkbox"/> Banking & Capital Markets | <input type="checkbox"/> Offshore Jurisdictions |
| <input type="checkbox"/> Civil Litigation & Procedures | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Corporate / Commercial | <input type="checkbox"/> PRC Law |
| <input type="checkbox"/> Corporate / Finance Crime | <input type="checkbox"/> Private Equity / Venture Capital |
| <input type="checkbox"/> Corporate Finance & M&A | <input type="checkbox"/> Property / Land |
| <input type="checkbox"/> Corporate Governance | <input type="checkbox"/> Regulatory |
| <input type="checkbox"/> Derivatives | <input type="checkbox"/> Listed Company Compliance |
| <input type="checkbox"/> Employment & Anti-Discrimination Law | <input type="checkbox"/> SFC Compliance |
| <input type="checkbox"/> Financial Analysis & Internal Audit | <input type="checkbox"/> Overseas Regulatory Compliance |
| <input type="checkbox"/> Funds | <input type="checkbox"/> Skills Course |
| <input type="checkbox"/> Hedge Funds | <input type="checkbox"/> Structured Products |
| <input type="checkbox"/> Private Equity Funds | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Exchange Traded Funds | <input type="checkbox"/> Trust & Succession Planning & Probate |
| <input type="checkbox"/> Insolvency | <input type="checkbox"/> US Securities and other US Laws |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Wealth Management |
| <input type="checkbox"/> IP Law | |

Terms and Conditions

Please read the Registration Conditions carefully before signing this declaration.

- I have read the Registration Conditions and agree to their content (enrolment forms cannot be processed if left unticked)

Invoice Details

Upon receipt of your enrolment form, an invoice requesting payment for course fees will be sent within 3 days. Invoices must be paid within 14 days of receipt. Please select where you would like us to send the invoice.

Payment can be made by electronic bank transfer or by personal / business cheque, made payable to Courses & Seminars Limited.

Please note that where a delegate is not sponsored by their employer, part / full payment of the course fees is required before the course materials pack can be dispatched.

- Invoice to my home address as above Invoice to employer

If your employer requires either a cost center number in order to process an invoice, please include it in the space available.

If you have chosen someone other than yourself to pay please provide their contact details below

Signature of employer : _____ Date : _____

Signature of delegate : _____ Date : _____

For further queries, please contact our office at 2901-1300 or visit our website at <http://www.courses-seminars.com>.